

# **Carport Checklist**

**All Carports must be permitted before any construction takes place**

If the carport is wholly behind the building line setback then the process is as follows:

- 1) Submit a site plan (Drawing) to the Community Development Department including approximate cost
- 2) Upon approval of the site plan a permit will be issued

If any part of the carport is to be in front of the building line setback then the process is as follows:

- 1) Submit a site plan (Drawing) to the Community Development Department including approximate cost
- 2) The Community Development Department will either send the plans to the Zoning Board of Administration (ZBA) or reject them due to building code, city ordinances and other factors.
- 3) Once approved by the ZBA, the plans will have final approval from the Community Development Department and a permit may be issued

The following is a guideline to the information required:

- ☐ List how many carports are on your block, include the associated addresses:
- ☐ Dimensions and location of proposed carport:
  - Highest and lowest roof point
  - Length and Width of structure
- ☐ Type of material and dimensions of material:
  - Wood or metal
  - Size of all materials being used
- ☐ Spans between/of material:
  - Rafters
  - Beams
  - Trusses
  - Joists
- ☐ Dimensions of footing:
  - Depth
  - Width
- ☐ Method of Anchoring
- ☐ Paved Driveway Labeled
- ☐ Distance from:
  - Lot lines
  - Right of way

**Once a permit is issued, a copy of the permit and the site plan must be available at all times as soon as construction begins**

Questions? Call Community Development @ 806-296-1100

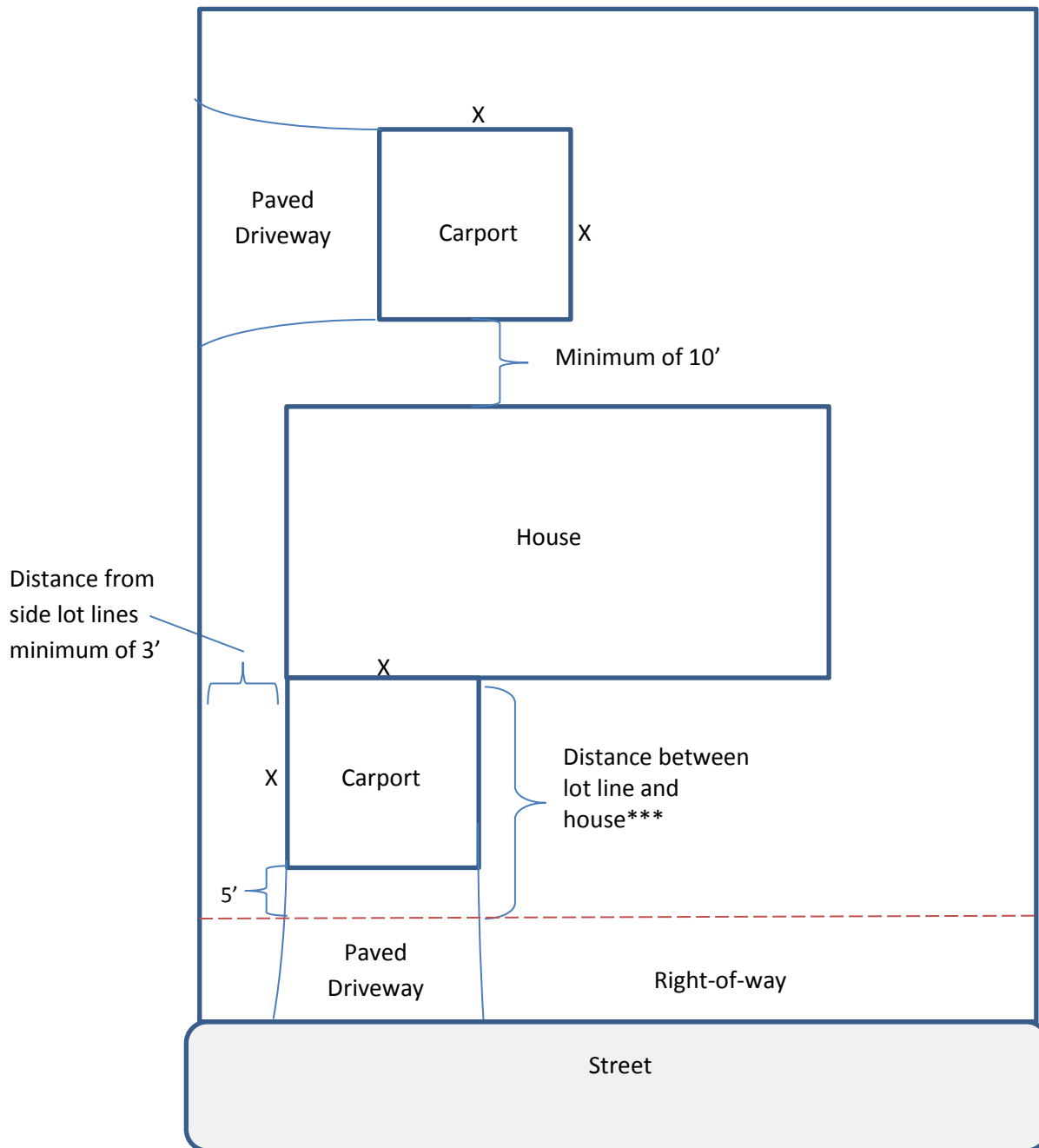
## Site Plan Example

**Must be drawn on 8.5"x11" paper or larger | May be hand drawn or digital**

X = Dimension in feet

(Maximum dimension of any structure requiring a Special Exception is 20'x20')

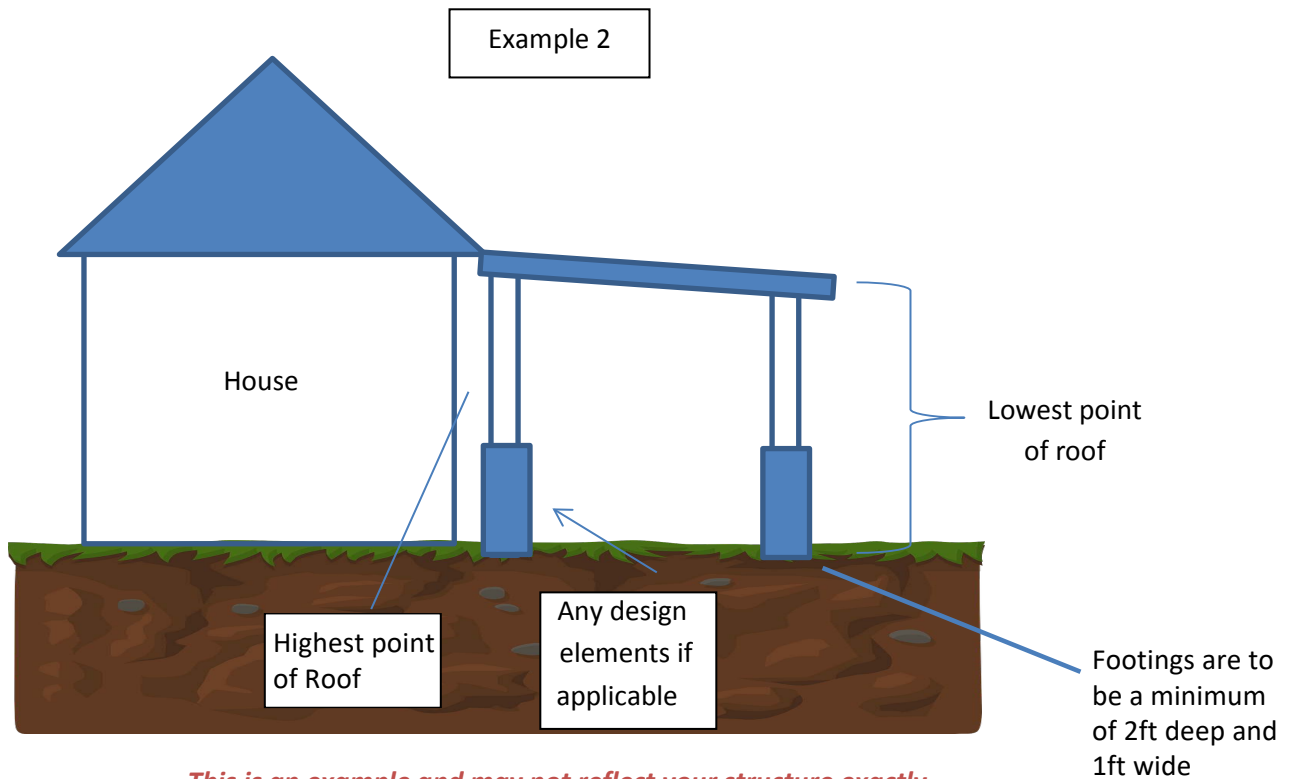
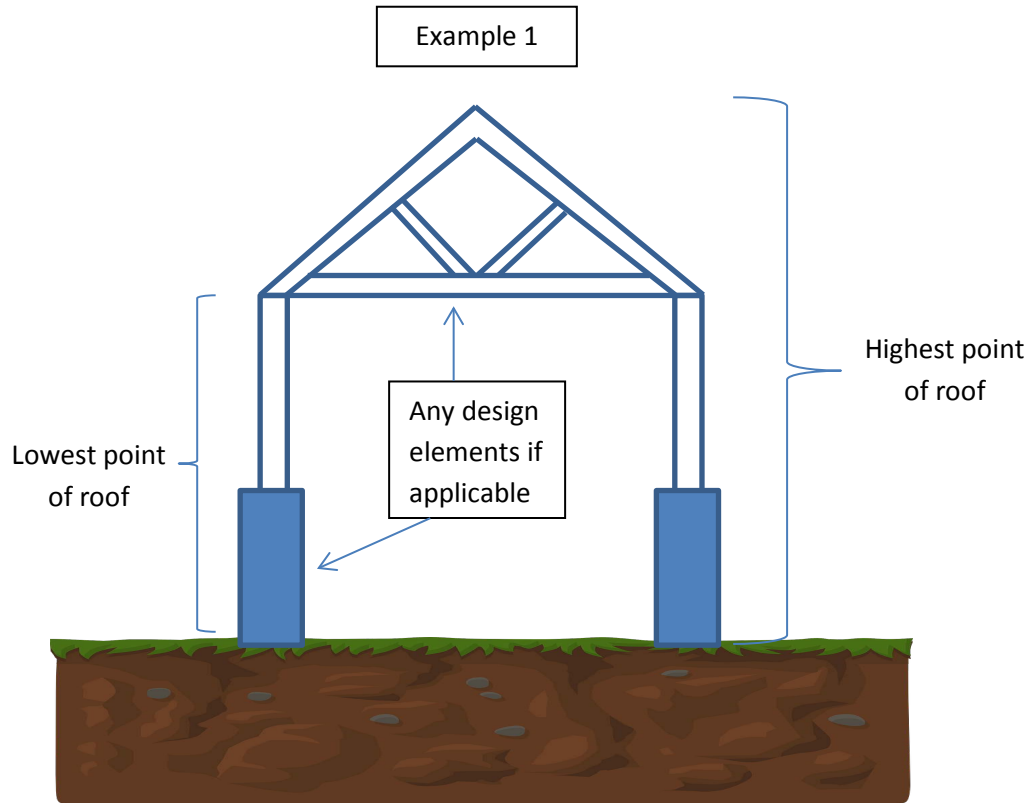
Alley



\*\*\*25' Minimum front setback from property line to build line

Special Exception may be granted to a minimum of 5' from property line per approved process

## Site Plan Example



*This is an example and may not reflect your structure exactly,*

*Please draw your best representation of what you will be building*